

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, September 8, 2011 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Resolution Creating an Over/Under Fund for the Trustee's Office
4. Fund Condition Report
5. Insurance Financial Report
6. Resolution Preliminarily Authorizing the Issuance by the Industrial Development Board of its Industrial Revenue Bonds for Tottser-Iroquois Industries, LLC
7. Ambulance Service Fund Budget Amendment
8. General Fund Budget Amendments:
  - A. Chancery Court
  - B. Information Technology
  - C. Pet Adoption & Welfare Services
  - D. Sheriff's Department (10)
9. Resolution Authorizing the Rutherford County Adult Detention Center to Institute a Fee for Items Issued to Inmates at the Time of Each New Admission
10. Initial Resolution Authorizing Bond Issue
11. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the August 4, 2011 Budget Committee meetings will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The County Trustee will request approval of a Resolution authorizing a new office policy whereby property tax payments that are received over a certain amount or under a certain amount (maybe five or ten dollars) will be taken from fees instead of refunding or asking for more money. Most County Trustees have an “over and under” account, and they take care of such instances from excess fees.
4. The Finance Director will present the Fund Condition Report for the month ending August 31, 2011.
5. The Insurance Director will present the monthly Insurance Financial Report.
6. The Industrial Development Board of Rutherford County will be requesting approval of a Resolution preliminarily authorizing the issuance by the IDB of its Industrial Revenue Bonds for Tottser-Iroquois, LLC in an amount not to exceed \$3,100,000 for the purpose of financing the constructing and equipping of an existing facility for the location of a metal stamping and assembly plant to be located at 1818 Wheeler Street, La Vergne, TN.
7. **Ambulance Service Fund Budget Amendment:**  
The Ambulance Service Director will be requesting approval of the following budget amendment to recognize a \$30,000 donation from Middle Tennessee Medical Center to purchase mobile Gateways for the ambulances. They will also to amend the Data Processing Equipment Account by the same amount:

|                   |  |          |
|-------------------|--|----------|
| Increase Revenue: | 118-44570 – Contributions/Gifts -        | \$30,000 |
| Increase Expend.: | 118-55130-709 – Data Processing Equip. - | \$30,000 |

### 8. General Fund Budget Amendments:

- A. The Chancery Court Clerk & Master will be requesting approval of the following budget amendment to provide funding to pay the accumulated leave for Chancellor Corlew’s law clerk who has left employment and been replaced:

|       |                                |        |
|-------|--------------------------------|--------|
| From: | 101-53400-187 – Overtime Pay - | \$ 412 |
| To:   | 101-53400-164 – Attendants -   | \$ 412 |

- B. The Information Technology Director will be requesting approval of the following budget amendment to provide funding to add a new position, Applications Manager, for Circuit Court at a Pay Grade 11, Step 1 beginning October 17. The source of the funding will come from the Circuit Clerk Excess Fees and from the Data Processing Services Account in the OIT budget:

|                   |  |          |
|-------------------|--|----------|
| Increase Revenue: | Circuit Clerk Excess Fees -                    | \$50,000 |
| From:             | 101-52600-317 – OIT/Data Processing Services - | \$ 8,256 |
| To:               | 101-52600-121 – Data Processing Personnel -    | \$43,725 |
|                   | 101-52600-201 – Social Security -              | 2,711    |
|                   | 101-52600-204 – State Retirement -             | 5,530    |
|                   | 101-52600-205 – Employee Insurance -           | 5,560    |
|                   | 101-52600-209 – Disability Insurance -         | 96       |
|                   | 101-52600-212 – Employer Medicare -            | 634      |

- C. The PAWS Director will be requesting approval of the following budget amendments to provide adequate funding for the Veterinary Services Account to cover the spay/neuter and rabies vouchers until the vet clinic is up and running; and secondly to request funding from the Unassigned Fund Balance for a unexpected major repair to the HVAC system:

|       |  |          |
|-------|--|----------|
| From: | 101-55120-413 – Drugs & Medical Supplies - | \$ 7,000 |
| To:   | 101-55120-357 – Veterinary Services -      | \$ 7,000 |

Explanation of Agenda Items (cont'd)

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|--|----------|
| From: 101-39000 – Unassigned Fund Balance -  | \$10,000 |
| To: 101-55120-335 – Maint./Repair Building - | \$10,000 |

- D. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from conference registration payments to be used for in-service training; to recognize revenue from the sale of memorial bricks to be used for Other Contracted Services; to recognize revenue from contributions to be used for Other Contracted Services for 911 Memorial, K9 & Explorers; to recognize revenue from the sale of recycled materials to be used for the Maintenance & Repair of the building; to recognize revenue from the sale of recycled materials to be used for Food Preparation Supplies; to recognize revenue from contributions to be used for the SCAN Program and Operation Integrity; to recognize revenue from the sale of materials to be used for Detention Office Supplies; to recognize revenue from contributions to be used for Other Charges for the community vegetable garden; to recognize revenue from other revenue for State Inmate Medical reimbursement to be used for Other Contracted Services; to recognize revenue from the sale of recycled materials (Mounted Patrol) to be used for Other Contracted Services:

|                   |                                       |           |
|-------------------|---------------------------------------|-----------|
| Increase Revenue: | 101-48130 – Contributions -           | \$ 14,875 |
| Increase Expend.: | 101-54110-196 – In-Service Training - | \$ 14,875 |

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|-------------------|--|----------|
| Increase Revenue: | 101-44130 – Sale of Materials/Supplies - | \$ 4,100 |
| Increase Expend.: | 101-54110-399 – Other Contracted Serv. - | \$ 4,100 |

|                   |  |          |
|-------------------|--|----------|
| Increase Revenue: | 101-44570 – Contributions/Gifts -        | \$ 1,270 |
| Increase Expend.: | 101-54110-399 – Other Contracted Serv. - | \$ 1,270 |

|                   |  |        |
|-------------------|--|--------|
| Increase Revenue: | 101-44145 – Sale of Recycled Materials -   | \$ 357 |
| Increase Expend.: | 101-54210-335 – Jail/Maint. & Repair Bldg. | \$ 357 |

|                   |  |        |
|-------------------|--|--------|
| Increase Revenue: | 101-44145 – Sale of Recycled Materials -   | \$ 101 |
| Increase Expend.: | 101-54210-421 – Jail/Food Prep. Supplies - | \$ 101 |

|                   |  |        |
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| Increase Revenue: | 101-44570 – Contributions/Gifts -          | \$ 305 |
| Increase Expend.: | 101-54110-499 – Other Supplies/Materials - | \$ 305 |

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| Increase Revenue: | 101-44130 – Sale of Materials/Supplies - | \$ 252 |
| Increase Expend.: | 101-54210-435 – Jail/Office Supplies -   | \$ 252 |

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| Increase Revenue: | 101-44570 – Contributions/Gifts -          | \$ 500 |
| Increase Expend.: | 101-54210-499 – Jail/Other Supplies & Mat. | \$ 500 |

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|-------------------|--|----------|
| Increase Revenue: | 101-48990 – Other -                        | \$17,774 |
| Increase Expend.: | 101-54210-399 – Jail/Other Contracted Svc. | \$17,774 |

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|-------------------|--|----------|
| Increase Revenue: | 101-44145 – Sale of Recycled Materials - | \$ 1,481 |
| Increase Expend.; | 101-54110-399 – Other Contracted Svc. -  | \$ 1,481 |

9. The Sheriff's Department will be requesting approval of a Resolution permitting the administrator of the Rutherford County Adult Detention Center to institute fees for items issued to inmates at the time of each new admission.
10. An Initial Resolution will be presented for approval for the issuance of General Obligation Bonds
11. Other Business